



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Quality Control/Review Supervisor (Non-Bargaining) **PCN:** 100680, 100690

DEPARTMENT/LOCATION: Quality Support Services/Northland **P. R.:** N16

REPORTS TO: Investigator Supervisor 2

RESPONSIBILITIES: Supervise Quality Control and/or Unit consisting of Income Maintenance Case Control Reviewers and other support staff. Assign work consisting of internal & external reviews checking for accuracy and completion, that is in compliance with State & Federal guidelines in addition to Quality Control regulations and procedures. Evaluate worker job performance. Assign work and internal reviews for accuracy, completion, and compliance with State & Federal guidelines in addition to Quality Control regulations and procedures. Plan & implement work policies and procedures for the unit, conduct staff meetings, conferences and training sessions for employees, interview prospective employees, and discipline employees as necessary. Compile statistics and write reports for agency Administrative Staff concerning specific problem areas as identified.

MINIMUM QUALIFICATIONS: Associate's degree in social science or related field with five (5) years of quality control review experience; or any equivalent combination of training and experience.

STARTING SALARY: \$ 24.62 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Friday, August 28, 2015

DEADLINE TO APPLY: Thursday, September 4, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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